



DEEP CREEK PLANTATION

Welcome Packet

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WELCOME!

Dear Deep Creek Plantation Residents:

Welcome to the Deep Creek Plantation community! We're thrilled to have you join our family and embark on this exciting journey of ownership with us.

Your welcome packet is your gateway to discovering all the wonderful aspects of our community. It's designed to guide you through your first steps toward enjoying your new property and making it feel like home sweet home. Within these pages, you'll find valuable information introducing you to the HOA, our dedicated Board of Directors, and the passionate Committees working tirelessly to uphold the charm and safety of our neighborhood.

Whether you're eager to explore our community webpage, delve into our governing documents, or simply want some helpful hints on managing your quarterly Association dues, gate access, or mailbox assignments, rest assured, it's all here for you.

We encourage you to take the time to review this information thoroughly. And remember, if you ever have any questions or need assistance along the way, our trusted partners at Elim Services, our Property Management Company, and your supportive Board of Directors are just a phone call or email away.

Welcome once again and may your journey in Deep Creek Plantation be filled with joy, comfort, and unforgettable memories!

If you have any questions, please feel free to contact our management company for assistance.

Elim Services, Inc.
Deesa Armstrong
1941 Mayport Road
Atlantic Beach, FL 32233
904-241-8886
info@elimservices.com

Again, welcome to the community.

Your Board,

Chris King (*President*), David Keene (*Vice President*), Amanda Laffoon (*Treasurer*), Terre Hyer (*Secretary*), Shawn Woolery (*Board Director*)



DEEP CREEK PLANTATION HOMEOWNER ASSOCIATION

Every property owner within Deep Creek Plantation is automatically a member of the Homeowner Association. The DCPHOA meets quarterly to provide community updates, solicit input, discuss neighborhood concerns, upcoming work parties and more. Quarterly meeting notices, meeting location and agendas are available in advance.

The homeowner association (HOA) uses a set of governing documents to manage the community. These documents outline the rights, responsibilities, rules, and regulations that homeowners within the community must adhere to. They serve as the framework for how the HOA operates and governs various aspects of community life, including property use, maintenance standards, architectural guidelines, and more.

HOA Governing Documents

- Declaration of Covenants, Conditions & Restrictions (CC&Rs) including addendums
- Articles of Incorporation
- Bylaws
- ARB Guidelines

It's important for homeowners to familiarize themselves with the governing documents of the homeowner association (HOA) to understand your rights, responsibilities, and any rules or regulations that you need to abide by. To provide easy access to these documents they are located on the community webpage managed by Elim Services.

BOARD OF DIRECTORS

The Board is made up of five members serving three-year staggered terms. All Deep Creek Plantation property owners, in good standing, are eligible to apply for open Board positions. Applications for Board positions are distributed in advance of the annual election which is held at the December DCPHOA meeting.

The Deep Creek HOA Board of Directors are selected by property owners to work on your behalf to:

- raise and manage funds to maintain the community
- manage amenities to maintain property values
- maintain the overall aesthetic of the neighborhood
- ensure compliance with established rules and guidelines

It's important to note that serving on the Board of Directors is a voluntary and unpaid commitment. Our community thrives thanks to the dedication and passion of volunteers who step forward to ensure the well-being and prosperity of Deep Creek Plantation.

Please participate and become involved!

BOARD MEMBERS

Chris King

President

President@deepcreekplantation.org

David Keene

Vice President

Vice_President@deepcreekplantation.org

Amanda Laffoon

Treasurer

Treasurer@deepcreekplantation.org

Terre Hyer

Secretary

Secretary@deepcreekplantation.org

Shawn Woolery

ARB Board

Board_Director2@deepcreekplantation.org

MANAGEMENT COMPANY

Elim Services, Inc.

Management Company

Community Association Manager (CAM)

Deesa Armstrong

1941 Mayport Road

Atlantic Beach, FL 32233

904-241-8886

info@elimservices.com

www.elimservices.com

Office Hours:

Monday thru Friday

9:00 AM to 12:00 PM

1:00 PM to 5:00 PM

Saturday and Sunday (Closed)

COMMUNITY WEB PAGE

The most current HOA information is available to all property owners at the Elim Services website www.elimservices.com. By accessing the "My Community" tab and selecting Deep Creek Plantation you will gain access to important documents and forms for the neighborhood. In addition, quarterly HOA dues can be paid from the website. All homeowners are registered on the website with the email address provided at time of purchase. If you have any trouble accessing the website or you have changed your email address or have multiple addresses for your household, simply contact Elim Services with your new email address to update your access information.

In addition to the web page, the Community has an informal face book page "Deep Creek Plantation" and a periodic newsletter "Deep Creek Connection" which is distributed via email. Back issues of our newsletter may be viewed on our web page.

DCPHOA COMMITTEES

Finance

The primary role of the Finance Committee is to assist the HOA board in managing the association's finances effectively and responsibly.

Some common responsibilities of the finance committee include:

1. Budgeting: Assisting in the creation and review of the annual budget, including recommending assessments and allocations of funds for various expenses.
2. Financial Planning: Providing input on long-term financial planning, such as reserve funding for major repairs or improvements.
3. Financial Oversight: Monitoring the association's financial performance, including reviewing financial statements, bank reconciliations, and expenditure reports.
4. Audits and Reviews: Coordinating with auditors or financial professionals to conduct audits or reviews of the association's financial records.
5. Investment Management: Advising on the management of reserve funds and other investments to optimize returns while minimizing risk.
6. Compliance: Ensuring that financial practices and procedures comply with applicable laws, regulations, and the association's governing documents.

Overall, the finance committee plays a crucial role in promoting financial transparency, accountability, and stability within the HOA, ultimately benefiting all homeowners in the community.

Architectural Review Board Committee (ARB)

The Architectural Review Board Committee's (ARB) main function is to review all plans and requests for the construction, modification, and maintenance of improvements on the property and to administer and enforce the architectural controls and guidelines for the community.

Prior to clearing your property, beginning new construction, or modifying existing *exterior* structures, please complete the ARB application. Any modification to an existing structure needs prior approval.

The required application and neighborhood requirements can be accessed via the Elim Services website, Deep Creek Community page. Please be aware that you may be required to cease work and potentially remove or alter work previously completed without prior ARB approval.

The ARB meets the last Thursday of each month at 6:00 pm to review submissions, approve them or give feedback on what is needed to complete the approval process. Interested property owners are allowed to attend these "Zoom" hosted meetings. The ARB has 60 days to review any submissions.

Rules & Enforcement

According to the Florida HOA Statute, HOA's are required to have a Rules Enforcement Committee to monitor and address potential violations of Community covenants and restrictions or ARB Guidelines. The committee is not an enforcement committee, but rather a committee to examine potential violations identified by homeowners and/or during monthly inspections conducted by Elim Services.

The committee decides whether alleged violations have occurred. All decisions, to include appeals, are sent to Elim Services for final action. Owners are notified via letter and given the opportunity to address their concern.

Maintenance

This Committee works to identify and prioritize ongoing repair or replacement projects within the community. With over five miles of private roads and fencing, acres of common area, security gates and bridges, there is plenty of opportunity to utilize your skills to help keep our neighborhood beautiful and safe. Projects and work party opportunities will be communicated. We hope to see you there.



SECURITY GATE EMERGENCY

Elim Services, Inc.

Phone: 904-241-8886

Office Hours: Monday thru Friday, 9am to 12pm & 1pm to 5pm

After Hours (ONLY) 904-591-3811

UTILITIES, SERVICE PROVIDERS, POLICE & FIRE

Vendor	Service	Phone Number
Okefenokee REMC	Electric	800-262-5131
Kinetic / Windstream	Internet/Telephone	866-748-5849
Meridian Waste	Garbage	904-630-2489
U.S. Post Office	Address: 7875 US Highway 301 Bryceville, FL	904-266-9182
Water/Sewer	No city water or sewer	
Nassau County Sheriff Office	Non Emergency Number	904-548-4009
Nassau County Fire Department	Non Emergency Number	904-530-6600

FREQUENTLY ASKED QUESTIONS

- 1) **What are some of the first steps a new property owner should take?**
 - a) Ensure Elim Services has your correct email address, phone numbers and mailing address.
 - b) Obtain Security Gate Access and key fobs. Key fobs are available for a minimal fee from Elim Services. Information about MyQ Community app which facilitates guest access can be obtained from Elim. Please check with the prior property owner to recover any key fobs they were previously assigned.
 - c) Mailbox assignment. Each property address has an assigned box in the cluster mailboxes located on either Settindown Drive or Dunroven Drive. Elim Services will provide keys and your assigned mailbox number. Please ensure to check with the prior property owner and obtain any mailbox keys if they have access to the cluster mailbox.
 - d) Review the Community governing documents early. Be sure to submit the required forms and fees to obtain the required approvals BEFORE starting any lot clearing, new build or exterior structure modification.

- 2) How much are the Quarterly Association Assessments? Are electronic payments accepted?**
- a) Quarterly Association assessments are \$500 per lot. This amount is reviewed annually to ensure the continued financial health of DCPHOA. Dues are subject to change based on community needs
 - b) Quarterly invoices are sent via US mail. You can mail in your payment, or you can pay your dues electronically on the Elim Services website. Credit cards are accepted; however, a fee is charged.
- 3) What do my quarterly association assessments cover?**
- a) We are a private community, and assessments are collected to cover the infrastructure and maintenance of the community.
 - b) A portion of the assessments are placed in the Pooled Reserve account to pay for items related to repairs and long-term projection of community needs.
- 4) Where can I submit a suggestion or concern?**
- a) The Quarterly DCPHOA meetings are a great place to bring up suggestions and concerns. If your concern requires more urgent attention, your first point of contact should be Elim Services. They will either resolve the issue directly or route to the appropriate Board or Committee member for assistance.
 - b) Your Board Members are also available to assist.
- 5) How can I get involved in committees and volunteering for projects?**
- a) Come to the quarterly DCPHOA meetings and speak to a Board member.
 - b) Look for posted volunteer notices on our Facebook page and in the Deep Creek Connection Newsletter for opportunities to help.
- 6) What type of animals are permitted in Deep Creek? (See Covenants)**
- a) Equines: Specifically, horses, burros, donkeys, or ponies are permitted. Max of six with the actual number allowed dependent on gross lot area (see covenants and restrictions)
 - b) Dogs: Max of 4 but limited to 1 per net acre
 - c) Cats: Max of 2 unless spayed or neutered. Spayed and neutered max is 5.
 - d) Note: No other externally kept animals of any kind EXCEPT those listed above. This includes pigs, goats, llamas, cows, and chickens.
- 7) Are all terrain vehicles (ATV's) allowed in Deep Creek? (See Covenants)**
- a) ATV's can be ridden on your own property as well as on all paved roads within the Community.
 - b) Only three dirt roads within Deep Creek permit ATV's, these are the three river access roads and the pavilion and lake access road off of Ingle Road drive.
- 8) How do I report a violation?**
- a) Email Deesa Armstrong at Elim Services and she will make sure it goes to the board.

9) What are some of the major maintenance responsibilities of the DCPHOA?

- a) Repair and maintenance of parking lot at front entrance (South Side)
- b) Mailboxes (maintenance/function)
- c) Street Lights – Okefenokee Rural Electric is responsible but we must notify them and request maintenance in the event of a malfunction
- d) Common Lawn & Area Weed Control
- e) Maintenance of existing shrubs/flowers at entrances
- f) Bridge repairs
- g) Road Repairs / River Access Roads
- h) Gate maintenance/repairs
- i) Finances (operating expenses)
- j) Communications to the community
- k) Meetings

10) Is there a construction entrance for contractor use?

- a) There is a construction entrance for the South side which is directly off of CR 121 to the South of Settindown Drive. The gate can be opened during the day but should be closed at night. Each property owner is accountable for making sure the gate is closed daily if their contractors use this entrance. The lock code is 1951.
- b) The North neighborhood off Dunroven Drive does not have a construction entrance.